

CONFIDENTIAL

OFFICE OF TRAINING

NOTICE

No. 5-70

5 August 1969

SUBJECT: Procedure for Requesting Motor Pool Services

1. In accordance with [REDACTED] motor pool service will be provided only between points which are not on or near Agency shuttle bus routes, except when required for the use of senior officials or when one of these officials directs that this service be authorized to meet special or emergency conditions.

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2. OTR employees requiring this service should direct their requests to the Logistics Branch, OTR, extension 2692. Requests shall include:

- (a) Name and telephone extension of the requester;
- (b) names, extension and Agency badge number of the persons for whom the service is requested;
- (c) point of pickup, destination, whether return trip is required and estimated time the vehicle will be needed.

3. The Office of Logistics will honor requests made by employees of the Logistics Branch, OTR.

*Hugh T. Cunningham*  
HUGH T. CUNNINGHAM  
Director of Training *by TCH*

Distribution:  
Key 1-B

Group I  
Excluded from automatic  
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